

Emeryville Child Development Center**Advisory Committee**

Councilmember Jennifer West

Councilmember Ken Bukowski

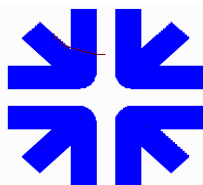
Member Brian Carver

Member Ruth Major

Member Katreece Roberts

Member Amy Simpson

School Board Member Melodi Dice

**AGENDA****Emeryville Child Development Center**

Regular Meeting of the Advisory Committee

September 8, 2010 - 5:30pmEmeryville Child Development Center
1220 53rd Street

All Advisory Committee meetings are noticed as Special City Council Meetings so that any or all of the City Council Members may attend and participate in the Advisory Committee's deliberations. However, actions taken by Advisory Committees are not official actions of the City Council but must be ratified at a regular City Council Meeting. All writings that are public records and relate to an agenda item below which are distributed to a majority of the Advisory Committee (including writings distributed to a majority of the Advisory Committee less than 72 hours prior to the meeting noticed below) will be available at the Information Counter, 1333 Park Avenue, Emeryville, California during normal business hours (9am to 5pm, Monday through Friday, excluding legal holidays).

- I. Roll Call
- II. Public Comment
- III. Approval of Minutes
- IV. Information Items
 - A. Status of Recruitment for new ECDC Manager (Chinn – 5 mins)
 - B. Update on Center enrollment (Anokye – 5 mins)
 - C. Update on outreach efforts (Anokye and committee members – 5 mins)
 - D. Financial Report for July 2010 (Chinn – 5 mins)
 - E. Report from 0-5 Task Force (Chinn – 5 mins)
 - F. Report from Friends of ECDC (Simpson – 5 mins)
 - G. Calendar coordination among City events (All members – 5 mins)
- V. Action Items
 - A. Consideration of Committee recommendation to the City Council to permit the continued enrollment of those who previously satisfied enrollment requirements, but through change of residence or job location no longer satisfy such requirements (Carver – 10 mins)
 - B. Consideration of Committee recommendation to the City Council to provide extended hours of care (Carver – 10 mins)
 - C. Discussion and possible recommendation to the City Council regarding the IKEA offsite warehouse proposal (Simpson – 10 mins)
- VI. Staff Comments
- VII. Committee Member Comments
- VIII. Adjournment

FURTHER INFORMATION may be obtained by contacting Melinda Chinn, Advisory Committee Secretary, at (510) 596-4314

DATED: 9/02/2010

Post on: 9/03/2010

Post until: 9/09/2010

_____ Karen Hemphill, City Clerk

The next ECDC Advisory Committee meeting will be on Wednesday, October 13, 2010

All documents are available in alternative formats, on request. In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid or service to participate in this program should contact the sponsoring department at (510) 450-7813 or ADA Coordinator as far in advance as possible, but no later than 72 hours before the scheduled event. The best effort to fulfil the request will be made. Dominique B. Burton, ADA Coordinator, City of Emeryville 1333 Park Avenue Emeryville, CA 94608 Direct Line: 510.596.4380, Facsimile: 510.596.3724, TTY Relay: 711 dburton@ci.emeryville.ca.us

ECDC Advisory Committee
Action Recap
8/18/10, 5:30pm
Emeryville Child Development Center

I. Roll Call:

- Members: Carver, Simpson, West, Bukowski, Roberts, Dice,
- Excused: Major
- Staff: Chinn, Anokye, Biddle, Turner
- Guests: Hayin Kim, Nora Davis, Martha Winter, Robert Winter, Mane Henry

II. Public Comment:

- Martha Winter, ECDC Parent, asked about the possibility of reinstating the extended care program. The committee decided to place this discussion on the next committee agenda.

III. Approval of the Minutes: Not applicable

IV. Information Items:

- A. Overview of Committee Procedures: City Attorney Mike Biddle addressed the committee and presented an overview of committee processes and procedures. Mr. Biddle discussed the Brown Act and that committees the size of this one would need to have 4 members present at meetings for there to be a quorum.
- B. Status of Recruitment for new ECDC Manager: Community Services Director Chinn gave an update on the status of the recruitment for the new ECDC Manager. Ms. Chinn stated that the recruitment period had opened and would close on September 10, 2010 and that she hoped to have someone on board by mid-October.
- C. Update on Center enrollment: Interim Center Manager Anokye gave a report on the center enrollment. Ms. Anokye reported that there were currently 30 subsidized children in the program but that 15 or so were moving on to Kindergarten.
- D. Status of state contract funding and consultant work for grant compliance: Community Services Director Chinn reported to the committee that the State of California did not have a signed budget as of yet and until that takes place the City will not be receiving its monthly reimbursement. She also stated that she was in the process of contracting with Kidango to oversee the compliance and reporting of the State Contract. Member Carver asked if there was a termination clause in the contract if staff finds that they would be able to take over this task in the future. Ms. Chinn reported that there was a 30 day termination clause in the contract.

- E. Financial Report for July 2010: Community Services Director Chinn gave a verbal report on the center revenues and expenditures for the month of July 2010. Ms. Chinn stated that the revenues were at 4.5% of the estimated annual budget and the expenditures were at 10.9% of the estimated budget.

V. Action Items.

- A. Election of Committee Chairs: Community Services Director Chinn opened the nominations for Committee Chairs. Member Bukowski nominated Brian Carver to be the Committee Chair. It was seconded by Member Simpson. Vote was unanimous. Member Bukowski nominated Amy Simpson for Vice-Chair. Member West seconded. The vote was unanimous.
- B. Selection of regular monthly meeting day: Community Services Director Chinn opened the discussion and gave the committee a list of the days each month that didn't already have a conflicting meeting. After discussion the committee decided that the 2nd Wednesday of the month would be the regular meeting date. The next meeting was set for September 8, 2010.
- C. Selection of regular monthly agenda items: The committee discussed various items that they wanted to see on each month's agenda including: Community Outreach; tour of various classrooms; center operations; financial reports; other community/city activities; etc. Community Services Director Chinn stated that she would make a list of topics that were discussed by the committee for reference for up coming meetings.

For the September meeting it was requested that the IKEA proposal for 53rd Street, grandfather clause, contract and parent handbook and expended care be on the agenda.

Adjourned at 7:03 pm



Emery Unified School District
0 – 5 Task Force
June 24, 2010
Emery Secondary School Library
1100 – 47th Street, Emeryville
10:30 a.m. – 1:30 p.m.

Agenda

Welcome and Introductions (10 minutes)	John Sugiyama
Background and Purpose (15 minutes)	John Sugiyama
Review of Needs Assessment (20 minutes)	Pamm Shaw
Discussion/Comments on Needs Assessment (30 minutes)	Task Force
Identification of Critical Priorities (45 minutes)	Task Force
Next Steps (45 minutes)	Task Force
Summary and Wrap Up (15 minutes)	John Sugiyama

Lunch will be provided.

Draft of 0-5 continuum of services (4).xls

	Goal	City of Emeryville	Berkeley-Albany Y	Emery USD	Other Agencies providing services	Gap/Access to Emeryville Residents
Categories of Service						
Prenatal Health Services	Every woman has access to quality prenatal health care.	No services provided	Limited services and capacity/Home Based/Early Head Start - linkage to Alameda County Public Health or local providers	Teen parents to services referred to Planned Parenthood; students eligible for County programs	Alameda County Health Clinics in West Berkeley or Oakland	No services in Emeryville
Prenatal Health Education (focus on Mother)	Every woman has access to prenatal health education	No services provided	Limited capacity/Home Based/Early Head Start - home visiting program (12 families total for Berkeley, Albany and Emeryville)	Informal; use of mental health and nursing interns for teen parents	ACOE in Oakland, Berkeley schools/Vera Casey); Clinics in West Berkeley or Oakland; BANANAS; Black Infant Health ((Oakland)/Brighter Beginnings...	Limited services in Emeryville for school-age pregnant women
Prenatal Education focus on child development and parent child interactions	Every parent has access to child development education and parenting training	No services provided	Home Based/Early Head Start (EHS)-home visiting program (12 families total for Berkeley, Albany and Emeryville)	Informal; use of mental health and nursing interns for teen parents	BANANAS; Workshops; through public health clinics in Berkeley, County health clinics in Oakland	Informal; use of mental health and nursing interns for teen parents

Draft of 0-5 continuum of services (4).xls

	Goal	City of Emeryville	Berkeley-Albany Y	Emery USD	Other Agencies providing services	Gap/Access to Emeryville Residents
Categories of Service						
Infant care	Every infant has access to high quality child care	30 slots infants and toddlers - none subsidized (12 infants/18 toddlers)	None located in Emeryville; families can be served in one of 4 centers in Berkeley (total 86 slots)	No services provided	BANANAS; private family child care providers	Very limited availability
Birth to 3 Child Health	Every infant/toddler has access to high quality health care	No services provided	Through Early Head Start - referrals out to providers	No services provided	Alameda County/private providers; CHO, West Berkeley Health Center; Oakland	No services in Emeryville
Birth to 3 Parent Education	Every parent has access to parent education and training	See parent education	ECE classes offered in Berkeley; Parent training at all centers monthly in Berkeley	Family Resource Center \$250k @ Anna Yates - could do as soon as early fall, 2010	BANANAS workshops	No services in Emeryville

Draft of 0-5 continuum of services (4).xls

Categories of Service	Goal	City of Emeryville	Berkeley-Albany Y	Emery USD	Other Agencies providing services	Gap/Access to Emeryville Residents
Birth to 3 Screening, Assessment, Referral and Treatment	Every infant/toddler has access to screening, assessment, referral and treatment as needed.	ECDC provides vision & hearing screening referrals to Emery Unified if child lives in Emeryville for speech. Developmental assessments are conducted bi-annually for all age groups. IEP's developed and parent conferences held.	All Early Head Start children screened using ASQ3, ASQ-SE, DRDP, referrals to Regional Center as approp	Special education services including assessment/ direct services of low incidence/severe disabilities; Referral to RCEB	First 5 Alameda SART Centers, Regional Center; Children's Hospital	Limited services in Emeryville; limitations on RCEB services for birth to 3 at this time
3-5 Child Health	Every 3-5 year old child should have access to quality health care	No services provided	Through Head Start - referrals to Alameda County/local providers; annual PE/Dental exams with follow up required	Nursing services and mental health services for school aged children; consultation through nursing and mental health interns available	Alameda County; private providers	Very limited services in Emeryville

Draft of 0-5 continuum of services (4).xls

	Goal	City of Emeryville	Berkeley-Albany Y	Emery USD	Other Agencies providing services	Gap/Access to Emeryville Residents
Categories of Service						
3-5 Parent Education	Every parent of a 3-5 year old should have access to parent education and training programs	Quarterly parent meetings - parent workshops	same as above	Some parent education and training workshops available	Alameda County Office of Education Parenting Center	Some services available
3-5 Screening, Assessment, Referral, Treatment	Same as infant	Pre k children leave with skills required for Kindergarten; referral to EUSD for speech; services at Anna Yates	All HS children screened using same tools as above, same LEA as approp	Special education services including assessment/ direct services including speech therapy as determined by IEP; potential referrals to SDC in SELPA.	SART; Regional Center (as approp); CHO	Services associated with individual programs - not community at large

Draft of 0-5 continuum of services (4).xls

	Goal	City of Emeryville	Berkeley-Albany Y	Emery USD	Other Agencies providing services	Gap/Access to Emeryville Residents
Categories of Service						
School Readiness	All children are ready for school and ready to learn.	Letter recognition, colors, shapes, number recognition, math concepts, ie. Counting, sorting, matching, sequencing - activities to promote social-emotional development - self regulation	All preschool classes focus on school readiness; use Creative Curriculum	State Preschool subcontract to YMCA; PK Summer Bridge program; Pre-assessment for all entering kindergarteners starting 2010	Alameda County Office of Education Parenting Center	Some services available based upon programs families enroll their children in.
Childcare	All families will have affordable child care available within Emeryville	64 preschool slots; 20 subsidized	40 slots now could expand to 48; we offer services from 7:30 am to 5:45 pm	No services provided. Recreation Dept. provides afterschool programs	BANANAS; private family providers	Only public services provided by City of Emeryville and Berkeley Albany Y
Preschool	All children have access to preschool programs	Annual visit from principal at parent meeting	40 slots now could expand to 48; we offer services from 7:30 am to 5:45 pm	No services provided.		Limited services available

Draft of 0-5 continuum of services (4).xls

Categories of Service	Goal	City of Emeryville	Berkeley-Albany Y	Emery USD	Other Agencies providing services	Gap/Access to Emeryville Residents
Transition to Kindergarten	All children should have access to programs preparing them for Kindergarten	Pre-assessment of children by Anna Yates staff at ECDC	no formal process; class visits Anna Yates; new relationship with kinder teachers after summer Bridge program	Pre-K summer class offered summer 2009 with funding from 1st 5 Alameda		Limited services available
5-6 Screening, Assessment, Referral, Treatment	All children should have access to SART services.	Visit to Anna Yates by ECDC children	No services provided	Referrals for special education services		Services available through the school district
5-6 Health/Mental Health	All children should have access to health and mental health services.	No services provided	No services provided	Health - indirect/consultation /referral - wellness; MH Direct services through MH Interns; nursing student interns	Alameda County Public Health Clinics; Alameda County Mental Health Services	Mental health services available to school age children. Limited direct health services.

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 DATE: 08/10/2010
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CITY OF EMERYVILLE
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTA11

SELECTION CRITERIA: orgn.fund in ('230','240')
 ACCOUNTING PERIOD: 1/11

SORTED BY: FUND,DEPT/DIVISION,1ST SUBTOTAL,ACCOUNT
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FUND-230 CHILD CARE PROGRAM
 DEPT/DIVISION- TITLE NOT FOUND
 1ST SUBTOTAL-51 GRANTS AND SUBSIDIES

ACCOUNT - - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
53550 FOOD SUBSIDY CHILD CARE	15,000.00	.00	.00	.00	15,000.00	.00
53600 CHILD DEVELOPMENT PROJEC	251,325.00	500.00	.00	500.00	250,825.00	.20
TOTAL GRANTS AND SUBSIDIES	266,325.00	500.00	.00	500.00	265,825.00	.19
1ST SUBTOTAL-56 INVESTMENT EARNINGS						
56000 INVESTMENT EARNINGS	5,511.00	.00	.00	.00	5,511.00	.00
TOTAL INVESTMENT EARNINGS	5,511.00	.00	.00	.00	5,511.00	.00
1ST SUBTOTAL-60 FINES, FORFEITS,PENALTIES						
60250 ECDC LATE PENALTIES	100.00	.00	.00	.00	100.00	.00
TOTAL FINES, FORFEITS,PENALTI	100.00	.00	.00	.00	100.00	.00
1ST SUBTOTAL-61 CHARGES FOR CURRENT SVCES						
61550 PARENT FEES SUBSIDY CHIL	10,000.00	1,500.35	.00	1,500.35	8,499.65	15.00
61560 PARENT FEES MARKET COST	1,183,143.00	60,962.02	.00	60,962.02	1,122,180.98	5.15
TOTAL CHARGES FOR CURRENT SVC	1,193,143.00	62,462.37	.00	62,462.37	1,130,680.63	5.24
1ST SUBTOTAL-62 OTHER REVENUE						
62650 OTHER REVENUE	100.00	.00	.00	.00	100.00	.00
TOTAL OTHER REVENUE	100.00	.00	.00	.00	100.00	.00
TOTAL TITLE NOT FOUND	1,465,179.00	62,962.37	.00	62,962.37	1,402,216.63	4.30
TOTAL CHILD CARE PROGRAM	1,465,179.00	62,962.37	.00	62,962.37	1,402,216.63	4.30

SPI
DATE: 08/10/2010
TIME: 19:45:01

CITY OF EMERYVILLE
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.fund in ('230','240')
ACCOUNTING PERIOD: 1/11

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FUND-230 CHILD CARE PROGRAM
DEPT/DIVISION-5200 CHILD DEVELOPMENT CENTER
1ST SUBTOTAL-70 SALARIES AND BENEFITS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
71000	SALARIES & WAGES-SALARIE	696,096.00	43,985.27	.00	43,985.27	652,110.73	6.32
71030	SALARIES & WAGES-PERM PT	.00	1,080.24	.00	1,080.24	-1,080.24	.00
71040	SALARIES & WAGES - HOURL	134,760.00	6,086.47	.00	6,086.47	128,673.53	4.52
71050	OVERTIME PAYMENT	1,500.00	.00	.00	.00	1,500.00	.00
71100	HOLIDAY	.00	2,649.51	.00	2,649.51	-2,649.51	.00
71250	SICK LEAVE EXPENSE	.00	19,546.97	.00	19,546.97	-19,546.97	.00
71300	VACATION EXPENSE	.00	21,901.25	.00	21,901.25	-21,901.25	.00
71350	WORKERS COMP PAYMENTS	14,038.00	1,072.88	.00	1,072.88	12,965.12	7.64
72150	SOCIAL SECURITY [FICA]	12,047.00	880.85	.00	880.85	11,166.15	7.31
72200	RETIREMENT [PERS]	100,739.00	8,963.43	.00	8,963.43	91,775.57	8.90
72250	UNEMPLOYMENT INSURANCE	3,074.00	59.07	.00	59.07	3,014.93	1.92
72300	VISION INSURANCE	4,467.00	375.84	.00	375.84	4,091.16	8.41
72350	PSYCHOLOGY INSURANCE	791.00	62.22	.00	62.22	728.78	7.87
72400	GROUP MEDICAL INSURANCE	172,657.00	13,855.40	.00	13,855.40	158,801.60	8.02
72410	RETIREE MEDICAL BENEFIT	14,040.00	1,170.00	.00	1,170.00	12,870.00	8.33
72450	GROUP DENTAL INSURANCE	17,582.00	1,385.12	.00	1,385.12	16,196.88	7.88
72500	LIFE INSURANCE	2,235.00	97.98	.00	97.98	2,137.02	4.38
72510	ACCRUED BENEFITS	7,448.00	924.29	.00	924.29	6,523.71	12.41
72540	LONG TERM DISABILITY	3,341.00	246.47	.00	246.47	3,094.53	7.38
	TOTAL SALARIES AND BENEFITS	1,184,815.00	124,343.26	.00	124,343.26	1,060,471.74	10.49
1ST SUBTOTAL-72 BENEFITS							
72800	TRNS FRM PERS LIAB FUND	4,000.00	.00	.00	.00	4,000.00	.00
	TOTAL BENEFITS	4,000.00	.00	.00	.00	4,000.00	.00
1ST SUBTOTAL-73 SUPPLIES							
73150	POSTAGE	500.00	7.59	.00	7.59	492.41	1.52
73500	OPERATING SUPPLIES	7,500.00	1,531.01	.00	1,531.01	5,968.99	20.41
73520	EDUC MATERIALS & SUPPLIE	1,000.00	.00	.00	.00	1,000.00	.00
73525	PARENT EVENTS	1,500.00	.00	.00	.00	1,500.00	.00
73527	ENRICHMENT EVENTS	3,000.00	.00	.00	.00	3,000.00	.00
73529	CLASSROOM SUPPLIES	8,322.00	.00	.00	.00	8,322.00	.00
73530	STAFF SUPPLIES	2,000.00	.00	.00	.00	2,000.00	.00
73600	FOOD SUPPLIES	36,000.00	2,523.17	.00	2,523.17	33,476.83	7.01
73605	PAPER PRODUCTS	5,000.00	.00	.00	.00	5,000.00	.00
73607	UTENSILS/CLEANING	1,000.00	.00	.00	.00	1,000.00	.00
	TOTAL SUPPLIES	65,822.00	4,061.77	.00	4,061.77	61,760.23	6.17
1ST SUBTOTAL-76 UTILITIES							
76000	UTILITIES	21,000.00	753.86	.00	753.86	20,246.14	3.59
76050	TELEPHONE/COMMUNICATION	7,000.00	170.79	.00	170.79	6,829.21	2.44
	TOTAL UTILITIES	28,000.00	924.65	.00	924.65	27,075.35	3.30
1ST SUBTOTAL-77 MAINTENANCE							
77000	MAINTENANCE BLDG & GRNDS	3,500.00	929.25	.00	929.25	2,570.75	26.55
77020	LANDSCAPE MAINTENANCE	1,978.00	.00	.00	.00	1,978.00	.00

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CITY OF EMERYVILLE
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

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FUND-230 CHILD CARE PROGRAM
 DEPT/DIVISION-5200 CHILD DEVELOPMENT CENTER
 1ST SUBTOTAL-77 MAINTENANCE

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
77030	BLDG MAINT MGMT (MCE)	24,072.00	.00	.00	.00	24,072.00	.00
77080	JANITORIAL CONTRACTS SVC	24,113.00	.00	23,640.00	.00	473.00	98.04
77150	EQUIPMENT OPER & MAINT	3,400.00	243.00	.00	243.00	3,157.00	7.15
77960	TECHNOLOGY CHARGE	1,600.00	.00	.00	.00	1,600.00	.00
77990	FACILITY MAJOR MAINT CHG	18,345.00	.00	.00	.00	18,345.00	.00
	TOTAL MAINTENANCE	77,008.00	1,172.25	23,640.00	1,172.25	52,195.75	32.22
1ST SUBTOTAL-80 PROFESSIONAL FEES/SVCES							
80000	TEMPORARY PERSONNEL SERV	13,280.00	1,974.43	.00	1,974.43	11,305.57	14.87
80050	PROFESSIONAL SERVICES	61,280.00	1,054.40	.00	1,054.40	60,225.60	1.72
80200	AUDIT SERVICES	6,000.00	.00	.00	.00	6,000.00	.00
80380	BANKING SERVICES	12,000.00	1,881.03	.00	1,881.03	10,118.97	15.68
	TOTAL PROFESSIONAL FEES/SVCES	92,560.00	4,909.86	.00	4,909.86	87,650.14	5.30
1ST SUBTOTAL-82 ADVERTISING/PRINTING&PUBL							
82000	ADVERTISING	1,000.00	590.09	.00	590.09	409.91	59.01
82050	PRINTING	1,000.00	.00	.00	.00	1,000.00	.00
	TOTAL ADVERTISING/PRINTING&PU	2,000.00	590.09	.00	590.09	1,409.91	29.50
1ST SUBTOTAL-84 EDUCATION AND TRAINING							
84000	EDUCATION AND TRAINING	3,500.00	.00	.00	.00	3,500.00	.00
84100	MEMBERSHIPS & DUES	500.00	166.34	.00	166.34	333.66	33.27
84150	TRAVEL, CONFER & MEETING	3,000.00	.00	.00	.00	3,000.00	.00
	TOTAL EDUCATION AND TRAINING	7,000.00	166.34	.00	166.34	6,833.66	2.38
1ST SUBTOTAL-85 RENTALS AND LEASES							
85000	RENTALS & LEASES	2,268.00	188.98	.00	188.98	2,079.02	8.33
	TOTAL RENTALS AND LEASES	2,268.00	188.98	.00	188.98	2,079.02	8.33
1ST SUBTOTAL-86 FEES & CHARGES							
86000	FEES	1,400.00	.00	.00	.00	1,400.00	.00
	TOTAL FEES & CHARGES	1,400.00	.00	.00	.00	1,400.00	.00
	TOTAL CHILD DEVELOPMENT CENTE	1,464,873.00	136,357.20	23,640.00	136,357.20	1,304,875.80	10.92
	TOTAL CHILD CARE PROGRAM	1,464,873.00	136,357.20	23,640.00	136,357.20	1,304,875.80	10.92

Date: September 3, 2010

To: Emeryville Child Development Advisory Committee

From: Brian W. Carver, committee member

Re: A Proposal Regarding Extended Hours Care

BACKGROUND

At the August 18, 2010 meeting, the parents of a child enrolled at ECDC spoke during the Public Comment portion of the agenda requesting that the Center officially offer care beyond the current hours of operation, which currently end at 5:30 p.m. Such Extended Hours care has been offered by the Center in the past, for an additional fee. Other parents have expressed an interest in such care as well, and it is difficult to know whether some parents choose not to enroll their children at ECDC in the first instance due to their need for a later pickup time.

I hope to receive further Committee member and staff feedback on the following proposal, but wished to provide the Committee with a concrete proposal for consideration, the details of which could be modified based upon such feedback. I take it as a baseline requirement that such service should only be offered if it can be offered profitably.

DISCUSSION

What is the cost of providing such a service?

20	ECDC's average # of operating days per month (240 days of operation annually divided by 12 months of operation).
\$30	estimated cost of one staff person (possibly at overtime rate) for one hour.
\$600	total estimated cost of one staff person for one hour for the 20 days of operation during a month. Call this "the monthly staffing cost of the service."

To be profitable, the enrollees in any Extended Hours care must, combined, pay more than the monthly staffing cost of the service.

What would have to be charged to cover the cost of providing such a service?

At the youngest ages, state-mandated ratios of 4 students to 1 staff are required. Thus, the monthly staffing cost of the service, divided by four, yields the lowest rate at which the service could be offered and break even, assuming no other costs (which is a false assumption). Given the above estimated monthly staffing cost of the service of \$600, the break-even point would be estimated at \$150 per hour per enrollee (again, falsely assuming no other costs).

Accommodating the costs beyond staffing costs, we could reasonably expect that a fee of \$200 per month per enrollee would safely enable the service to be operated profitably for care until 6:30, under the assumption that **the service would only allow enrollments in groups of four (or only in groups that would not trigger a ratio imbalance and thereby require additional staff)**. Similarly, we could reasonably expect that a fee of \$100 per month per enrollee would safely enable such a service to be operated profitably for care until 6:00, under the same enrollment minimum requirements.

Under an enrollment model where one only permits enrollment where there are sufficient participants to ensure profitability, the precise levels of the costs of providing the service and the cost of receiving the service are less important than managing enrollment to ensure that there are never too few enrollees to cover the costs. This is an operational detail within the capacity of Center management.

However, because parents will come to depend upon the service once enrolled, they should at least be given adequate notice if enrollment drops to a level that requires the Center to terminate the service. I believe 30 days notice would balance the parents' need for notice and Center's desire not to operate a service at a loss.

In the event the service had an enrollment reduction that required the size of the program to be reduced, but not entirely eliminated, a "seniority" list based on date of enrollment (or similar) would need to be maintained to determine eligibility for the remaining spots. This is the primary downside to such a clustered-enrollment proposal. Alternatively, one could simply build in a larger cushion to profitability, for example, by charging \$250/mo until 6:30 and \$125/mo until 6:00, and thereby be able to have more flexibility with enrollment fluctuations without having to reduce or eliminate the service offering.

Proposal

Thus, I propose that:

the Committee recommend to the City Council that ECDC provide extended hours of care until (6:00 / 6:30 p.m.) for an additional charge of \$100 per month for care until 6:00 p.m. or an additional charge of \$200 per month for care until 6:30 p.m., where

- a. such service is requested by sufficient enrollees to make it profitable and where
- b. enrollees are given notice that Extended Hours care may not be offered in months where there is inadequate Extended Hours enrollment and where
- c. enrollees will be given 30-days notice if Extended Hours care will not be offered in a given month.

As mentioned at the outset however, this is merely a proposal to foster discussion, and I expect helpful amendments could be made.

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EMERYVILLE APPOINTING BRIAN CARVER, AMY SIMPSON, KATREECE ROBERTS AND RUTH MAJOR TO SERVE ON THE CHILD DEVELOPMENT CENTER ADVISORY COMMITTEE AND AMEND THE 2010 ROSTER OF BOARDS, COMMISSIONS AND COMMITTEES

WHEREAS, on June 15, 2010 the Emeryville City Council established the Child Development Committee; and

WHEREAS, the primary purpose of the committee will be to advise and make recommendations to the City Council on issues relating to program publicity and recruitment strategies that will maximize program enrollment and will discuss programs, issues and achievements relating to the Center; and

WHEREAS, there are currently (8) vacant positions on the newly established Child Development Center Advisory Committee; and

WHEREAS, the committee will be made up of two (2) current ECDC parents; two (2) Council Members; three (3) members of the business community; one (1) representative from the EUSD Board; one (1) center director from another child care center; and one (1) community member at-large; and

WHEREAS, terms of the membership will be for two years with the exception of the first year when half of the membership will serve a one year term; and

RESOLVED by the Emeryville City Council that Brian Carver, Amy Simpson, Katreece Roberts and Ruth Major are hereby appointed to serve on the Child Development Center Advisory Committee

ADOPTED, by the City Council of the City of Emeryville at a regular meeting held Tuesday, July 20, 2010, by the following vote:

AYES: _____

NOES: _____ ABSTAINED: _____

EXCUSED: _____ ABSENT: _____

MAYOR

ATTEST:

APPROVED AS TO FORM:

CITY CLERK

CITY ATTORNEY